



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

SENIOR INSURANCE COMPLIANCE OFFICER (SPECIALIST)

\$5,113 - \$6,355

CLAIMS SERVICES BUREAU

LOS ANGELES

RESPONSIBILITIES:

Under direction of a Supervising Insurance Compliance Officer, the incumbent will act as team leader for Associate Insurance Compliance Officers and Insurance Compliance Officers. The incumbent will independently investigate and handle the most complex, sensitive and high profile complaints. Will act as lead person on all insurance regulatory activity, special projects including those to identify, research and act on trends in non-complaint activity. Will identify violations, investigate and mediate consumer complaints, including those involving a lack of statutory clarity or involving multiple issues requiring mediation by all parties or formal legal action. Will train staff at lower levels, participate in department task groups to propose and effectuate changes to regulation and legislation, and represent the department in public or industry meetings.

DESIRABLE QUALIFICATIONS:

Four years of experience in property & casualty insurance claims adjusting, including a minimum of one year of experience performing the duties of an Associate Insurance Compliance Officer. Graduation from college with a bachelor's degree is highly desirable; however, experience will be accepted in place of the college degree on a year-for-year basis. Candidates must have knowledge of insurance practices, and the Insurance Code, and insurance regulations, and possess excellent interpersonal, analytical, and verbal/written communication skills.

WHO MAY APPLY:

Applications will be accepted from current State employees at the **Senior Insurance Compliance Officer (Specialist)** level, those within transfer range, or individuals who have list eligibility for **Senior Insurance Compliance Officer (Specialist)**. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Senior Insurance Compliance Officer (Specialist) #413-372-8607-005" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email Malinda.Randolph@insurance.ca.gov.

12/11/13 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

FINAL FILING DATE: December 18, 2013

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

12/11/13 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331